



April 15, 2016

Mr. Anthony LaMaster  
START Contracting Officer  
U.S. Environmental Protection Agency, Region 7  
11201 Renner Boulevard  
Lenexa, Kansas 66219

**Subject: Staffing Plan for Remedial Investigation Activities  
Des Moines TCE, Des Moines, Iowa  
U.S. EPA Region 7 START 4, Contract No. EP-S7-13-06, Task Order No. 0144  
Task Monitor: Erin McCoy, Remedial Project Manager**

Dear Mr. LaMaster:

To meet the requirements of the Superfund Technical Assessment and Response Team (START) 4 Contract No. EP-S7-13-06, Tetra Tech, Inc. (Tetra Tech) is submitting this staffing plan for the Des Moines TCE site, Task Order 0144, received by Tetra Tech on April 14, 2016. The personnel and subcontracts proposed in this document are subject to change based on EPA-approved changes to the project scope and schedule.

**Government Pricing Schedule.** The distribution of labor and other direct costs (ODC) presented on the Government Pricing Schedule appears adequate with the following exceptions:

- Number of overall labor hours may be inadequate to complete the entire scope of work
- Number of Principal Professional hours will be inadequate to complete Human Health Risk Assessment and Project Management activities required under this Task Order
- Use of Junior Technician is not anticipated under this Task Order.

If you have any questions regarding the exceptions noted above, please contact the START Program Manager to discuss.

**Project Manager Staff.** Tetra Tech proposes Mr. Mike Williams, PG, as the Tetra Tech START Project Manager for this remedial investigation, which will include preparation of detailed cost estimates for remedial options, site characterization, risk assessment, and development of remedial alternatives. Mr. Williams' prior site experience and labor classification meet the needs and project technical requirements specified in the Task Order and clarified through communication with the EPA Task Monitor.

**Technical Support Staff.** Based on Tetra Tech's review of the project scope of work and requirements set forth in the Task Order, additional technical personnel will be utilized as appropriate to meet the specified requirements. **Ex. 4 - CBI** will assist with updating the Human Health Risk Assessment. **Ex. 4 - CBI** **Ex. 4 - CBI** will assist with preparation of cost estimates and development of remedial alternatives.

**Geographical Information System (GIS) and Data Management Support Staff.** Tetra Tech START's GIS and data management staff currently consists of **Ex. 4 - CBI** **Ex. 4 - CBI** One or more of these individuals will provide mapping and other GIS support as required to fulfill the project requirements.

**Deliverable Review Staff.** All final deliverables prepared by Tetra Tech START will undergo editorial, technical and quality control (QC) reviews by qualified staff. Editorial reviews will be performed by **Ex. 4 - CBI** QC reviews will be performed by **Ex. 4 - CBI** Technical reviews will be performed by staff with appropriate expertise and site experience.

**Health and Safety Staff.** The site-specific health and safety plan and all other site health and safety matters will be reviewed by the Tetra Tech START Regional Health and Safety Coordinator, **Ex. 4 - CBI**

**Office Support Staff.** Project accounting activities will be performed by **Ex. 4 - CBI** Procurement activities will be led by **Ex. 4 - CBI**. Word processing, document control and other administrative support will be performed by **Ex. 4 - CBI** Clerical support, including file maintenance, processing expense reports and document production support, will be performed by **Ex. 4 - CBI**

**Proposed Subcontractors.** It is assumed that samples will be analyzed by the EPA Region 7 laboratory. Based on Tetra Tech's initial review of the project technical requirements specified in the Task Order, the following subcontracts may be issued:

- Direct-push technology (DPT) subsurface sampling (licensed in the State of Iowa)

The proposed personnel are listed below according to labor classification and project role.

**TABLE**  
**PROPOSED LABOR CLASSIFICATIONS AND PROJECT ROLES**

Labor CLIN	Project Role	No. of Personnel	Home Office	Mode of Transportation	Justification <sup>a</sup>
0001 - Prin. Professional	<b>Ex. 4 - CBI</b>		Kansas City, MO	Lease or rental vehicle	NA
0001 - Prin. Professional 0002 - Senior Scientist 0003 - Junior Scientist			Kansas City, MO	Lease or rental vehicle	NA
0002 - IT Professional 0003 - Junior Scientist			Kansas City, MO	NA	NA
0001 - Prin. Professional 0002 - Senior Scientist			Kansas City, MO	NA	NA
0001 - Prin. Professional			Kansas City, MO	NA	NA
0004 - Contract Admin.			Kansas City, MO	NA	NA
0005 - Clerical			Kansas City, MO	NA	NA
1009 - Subcontracts			NA	NA	NA

Notes:

<sup>a</sup> This column addresses justification for using personnel from offices outside of EPA Region 7.

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If you have questions or comments regarding this staffing plan, please contact me at (816) 412-1754.

Sincerely,

A handwritten signature in dark ink, appearing to read "Ted Faile". The signature is fluid and cursive, with the first name "Ted" and last name "Faile" clearly distinguishable.

Ted Faile, PG, CHMM  
START Program Manager

cc: Debra Dorsey, Region 7 START Project Officer  
Erin McCoy, EPA Task Order Monitor  
Mike Williams, START Project Manager